

# Subpart 11.2 - Using and Maintaining Requirements Documents

**Parent topic:** [Part 11 - Describing Agency Needs](#)

## 11.201 Identification and availability of specifications.

(a) *Solicitations* citing requirements documents listed in the General Services Administration (GSA) Index of Federal Specifications, Standards and Commercial Item Descriptions, the DoD Acquisition Streamlining and Standardization Information System (ASSIST), or other agency index *shall* identify each document's approval date and the dates of any applicable amendments and revisions. Do not use general identification references, such as "the issue in effect on the date of the *solicitation*." *Contracting offices* will not normally furnish these cited documents with the *solicitation*, except when-

(1) The requirements document *must* be furnished with the *solicitation* to enable prospective contractors to make a competent evaluation of the *solicitation*;

(2) In the judgment of the *contracting officer*, it would be impracticable for prospective contractors to obtain the documents in reasonable time to respond to the *solicitation*; or

(3) A prospective contractor requests a copy of a Government promulgated requirements document.

(b) *Contracting offices shall* clearly identify in the *solicitation* any pertinent documents not listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions or ASSIST. Such documents *shall* be furnished with the *solicitation* or specific instructions *shall* be furnished for obtaining or examining such documents.

(c) When documents refer to other documents, such references *shall*-

(1) Be restricted to documents, or appropriate portions of documents, that apply in the *acquisition*;

(2) Cite the extent of their applicability;

(3) Not conflict with other documents and provisions of the *solicitation*; and

(4) Identify all applicable first tier references.

(d)

(1) The GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, *may* be purchased from the-

General Services Administration

Federal Supply Service Specifications

Section Suite 8100

470 East L'Enfant Plaza, SW

Washington, DC 20407

Telephone (202) 619-8925.

(2) Most unclassified Defense specifications and standards *may* be downloaded from the following ASSIST website:

(i) ASSIST (<https://assist.dla.mil/online/start/>).

(ii) Quick Search (<http://quicksearch.dla.mil/>).

(3) Documents not available from ASSIST *may* be ordered from the Department of Defense Single Stock Point (DoDSSP) by-

(i) Using the ASSIST Shopping Wizard (<https://assist.dla.mil/wizard/index.cfm>);

(ii) Phoning the DoDSSP Customer Service Desk, (215) 697-2179, Mon-Fri, 0730 to 1600 EST; or

(iii) Ordering from DoDSSP, Building 4, Section D, 700 Robbins Avenue, Philadelphia, PA 19111-5094, Telephone (215) 697-2667/2179, Facsimile (215) 697-1462.

(4) The FIPS PUBS *may* be obtained from-

<http://www.itl.nist.gov/fipspubs/>, or purchased from the-

Superintendent of Documents, U.S. Government Publishing Office, Washington, DC 20402, Telephone (202) 512-1800, Facsimile (202) 512-2250; or

National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161, Telephone (703) 605-6000, Facsimile (703) 605-6900, Email: [orders@ntis.gov](mailto:orders@ntis.gov).

(e) Agencies *may* purchase some nongovernment standards, including voluntary consensus standards, from the National Technical Information Service's Fedworld Information Network. Agencies *may* also obtain nongovernment standards from the standards developing organization responsible for the preparation, publication, or maintenance of the standard, or from an authorized document reseller. The National Institute of Standards and Technology can assist agencies in identifying sources for, and content of, nongovernment standards. DoD activities *may* obtain from the DoDSSP those nongovernment standards, including voluntary consensus standards, adopted for use by defense activities.

## **11.202 Maintenance of standardization documents.**

(a) Recommendations for changes to standardization documents listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions *should* be submitted to the-

General Services Administration Federal Supply Service Office of *Acquisition* Washington, DC 20406.

Agencies *shall* submit recommendations for changes to standardization documents listed in the DoDISS to the cognizant preparing activity.

(b) When an agency cites an existing standardization document but modifies it to meet its needs, the agency *shall* follow the guidance in Federal Standardization Manual and, for Defense components, DoD 4120.24-M, Defense Standardization Program Policies and Procedures.

## **11.203 Customer satisfaction.**

*Acquisition* organizations *shall* communicate with customers to determine how well the requirements document reflects the customer's needs and to obtain suggestions for corrective actions. Whenever practicable, the agency *may* provide affected industry an opportunity to comment on the requirements documents.

## **11.204 Solicitation provisions and contract clauses.**

(a) The *contracting officer shall* insert the provision at [52.211-1](#), Availability of Specifications Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, FPMR Part 101-29, in *solicitations* that cite specifications listed in the Index that are not furnished with the *solicitation*.

(b) The *contracting officer shall* insert the provision at [52.211-2](#), Availability of Specifications, Standards, and Data Item Descriptions Listed in the *Acquisition* Streamlining and Standardization Information System (ASSIST), in *solicitations* that cite specifications listed in the ASSIST that are not furnished with the *solicitation*.

(c) The *contracting officer shall* insert a provision substantially the same as the provision at [52.211-3](#), Availability of Specifications Not Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, in *solicitations* that cite specifications that are not listed in the Index and are not furnished with the *solicitation*, but *may* be obtained from a designated source.

(d) The *contracting officer shall* insert a provision substantially the same as the provision at [52.211-4](#), Availability for Examination of Specifications Not Listed in the GSA Index of Federal Specifications, Standards and Commercial Item Descriptions, in *solicitations* that cite specifications that are not listed in the Index and are available for examination at a specified location.